UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF FLORIDA



REQUESTING A CERTIFICATE OF GOOD STANDING

A GUIDE FOR LAWYERS

Certificates of Good Standing

A lawyer may request a Certificate of Good Standing from the Court. A Certificate of Good Standing is a standard AO form (AO136). Lawyers must log into CM/ECF to request a Certificate of Good Standing. The functionality for requesting a Certificate of Good Standing is available to lawyers through CM/ECF (<u>https://ecf.flmd.uscourts.gov/</u>).

There are two options for requesting a Certificate of Good Standing in CM/ECF.

- <u>Certificate of Good Standing Electronic PDF</u>
 - A certificate of good standing will be emailed to the lawyer.
- <u>Certificate of Good Standing Original With Raised Seal</u>
 - A docket entry is made in the designated miscellaneous case.
 - Court staff will mail the Certificate of Good Standing with the raised seal to the lawyer at the address provided during docketing, within two (2) business days.

A lawyer must be in good standing with both The Florida Bar and the Middle District of Florida Bar to obtain a Certificate of Good Standing. The Certificate of Good Standing will be created for the lawyer associated with the CM/ECF account.

Login to Middle District of Florida CM/ECF

Log into CM/ECF to request a Certificate of Good Standing.

	Step	Screen
A	If you are accessing CM/ECF from the court's website, click the Middle District of Florida – Document Filing System link.	
		Welcome to the U.S. District Court [TEST] for the Middle District of Florida [TEST]
		Middle District of Florida [LES1] - Document Filing System
	Login with your PACER username and password.	This is a restricted government website for official court business only. All activities of CM/ECT subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.
		This message is contained in the file OperationNotice.htm. You may use this file to alert users to current CM/ECF operational issues.
		20August2020
		Court Information

	Step	Screen
A	If you are already logged into PACER. Go to the Court Look Up to access the Middle District or go to the Maintenance tab under Manage My Account and click Display Registered Courts .	Settings Maintenance Payments Usage Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration Update E-Filer Email Noticing and Frequency Check E-File Status Display Registered Courts E-File Registration/Maintenance History
~	Select Florida Middle District Court hyperlink.	Display Registered Courts U.S. District Courts Florida Middle District Court(Done
~	Under the Utilities menu, select the type of Certificate of Good Standing .	CMm ECF Civil Criminal Query Reports Utilities Search Help Log Out Utilities Release 6.3 Menu Items Your Account NextGen Release 1.1 Menu
\blacktriangleright	Certificate of Good Standing – Electronic PDF	Bar Admission Review Billing History Items Change PACER Exemption Status Maintain Your Account Certificates Certificate of Good Standing - Electronic PDF Maintain Your Address Certificate of Good Standing - Original With Certificate of Good Standing - Original With
٨	Certificate of Good Standing – Original with Raised Seal	View Your Transaction Log Raised Seal Change Client Code Miscellaneous Link a CM/ECF account to my PACER Miscellaneous account Internet Payment History Legal Research Mailings Verify a Document Verify a Document

Certificate of Good Standing - Electronic PDF

An electronic **Certificate of Good Standing** is emailed to the requesting lawyer the following day.

Step	Screen
Select Certificate of Good Standing – Electronic PDF.	CM ECF Civil Criminal Query Reports Utilities Search Help Log Out
	Your Account Your Account Bar Admission Review Billing History. Change PACER Exemption Status Certificates Maintain Your Account Certificate of Good Standing - Electronic PDF Maintain Your Address Certificate of Good Standing - Original With Raised Seal View Your Transaction Log Certificate of Good Standing - Original With Raised Seal View Your Transaction Log Internet Payment History Link a CM/ECF account to my PACER account Internet Payment History Legal Research Mailings Verify a Document Verify a Document

U.S. District Court – Middle District of Florida Updated: 3/29/21

A	Verification of good standing and notice regarding fee requirement.	Message for lawyer in good standing with both The Florida Bar and the Middle District of Florida.
A	NOTE : The certificate of good standing will be created for the lawyer associated with the PACER account.	Certificate of Good Standing - Request Please hold while we review your membership status We have verified your membership status. Pursuant to the District Court Miscellaneous Fee Schedule, issued in accordance with 28 U.S.C. § 1914, there is a fee of 20.00 dollars which will be charged to your credit card. Your Certificate of Good Standing will be electronically transmitted to your registered CMECF email address which is: uscourtsflmd+AttorneyG@gmail.com . If this information is not correct, please select <u>Maintain Your Account</u> to update your information. To complete your request, please select <u>Click to pay</u>
	Select Click to Fay.	*ACH paygov email confirmation receipt provide email address in the last section, prior to payment submission *ACH payments: confirm routing number and account number prior to submission. Rejected or returned items will be subject to a \$53.00 fee.
٨	Transition to payment screens.	CM ECF Civil - Criminal - Query Reports - Utilities - Sea
•	Do not click the Back button.	Middle District of Florida Bar Information Now loading the payment processing screen. This process might take a few seconds.
4	Select or enter your payment method.	Pay Filing Fee for Florida Middle District Court(test) * Required Information Payment Amount
A	When accurate, select Next .	Amount Due * \$20.00 Select a Payment Method Select a Payment Method Attorney Guide XXXXXXXXXXXXIIII 01/2026 Enter a credit card Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit. Next Cancel

\triangleright	Court Specific: Enter requested Court Specific			
	information.	Attorney Name *		
		Firm Name		
\mathbf{A}	E-Mail Receipt: Enter email address(es) to receive a receipt.	Name of Person Completing Transaction * Contact Phone Number *		
	Authorization: Review and	Email Receipt		
	mark.	Email xxx@gmail.com Confirm Email xxx@gmail.com		
	When accurate, click Submit .	Additional Email Addresses		
A	Note: Do not click the Back button as the payment is processing.	Authorization I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. * Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.		
		Layer (SSL) software, which encrypts information you submit. Submit Back Cancel		
4	When the user is returned to CM/ECF, a confirmation page will appear.	CM ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out		
		Your payment has been processed.		
٨	No docket entry is made in a case; there will not be an NEF.	A receipt for your payment will be sent immediately to the email address entered during payment.		
		Your Certificate of Good Standing will be electronically transmitted to your registered CM/ECF email address within 2 business days. If you do not receive it within 2 business days, please check your spam folder before contacting Attorney Admissions.		

A	EXAMPLE: E-mail confirmation of the payment.	Pay.gov Payment Confirmation: FLORIDA MIDDLE DISTRICT
		do_not_reply@psc.uscourts.gov 10:33 AM (5 minutes ago) to Your e-mail address This originated on a test/development server.
		Your payment has been successfully processed and the details are below. If you have any questions or you wish to cancel this payment, please contact: Megan Jaffe at 407-835-5644.
		Account Number: 70 Court: FLORIDA MIDDLE DISTRICT COURT(TEST) Amount: \$20.00 Tracking Id: AFLMXDC: Approval Code: A1B1C1 Card Number: ************************************
>	EXAMPLE : E-mail containing the Certificate of Good Standing .	Certificate of Good Standing - Attorney Guide 📑 🖸
		Do Not Reply <d0_not_reply@flmd.usco (7="" 12:55="" 2="" ago)<br="" am="" hours="">to Your e-mail address Attached is your Certificate of Good Standing from the Middle District of Florida. Please print and save the attached file for your records. Thank you.</d0_not_reply@flmd.usco>
		Important Note: This mailbox is not monitored. Please DO NOT Reply to this email. Direct all inquiries to Attorney Admissions.
		Length States String: Coart Web Invest of Human Web Invest of Human
		Reply Reply all Forward

Certificate of Good Standing - Original with Raised Seal

A **Certificate of Good Standing** with a raised seal is mailed to the lawyer at the address entered during the request after verification and processing.

	Step	Screen
A	Select Certificate of Good Standing – Original With Raised Seal.	Vour Account Query Reports - Utilities - Search Help Log Out Utilities Your Account Bar Admission Review Billing History. Change PACER Exemption Status Maintain Your Account Review Billing History. Maintain Your Account Certificates Certificate of Good Standing - Electronic PDF View Your Transaction Log Change Client Code Internet Payment History Link a CM/ECF account to my PACER account Mailings Verify a Document
A	Under Available Events, click to select Certificate of Good Standing – Original With Raised Seal.	CM C Clvil - Criminal - Query Reports - Utilities - Search Help Log Out Certificate of Good Standing - Original With Raised Seal Available Events (click to select an event) Certificate of Good Standing - Original With Raised Seal Next Clear
	The event will display under Selected Events .	
≻	Click Next.	
A	The system is processing data behind the scenes.	CMMECF Civil, Criminal, Query Reports, Utilities, Search Certificate of Good Standing - Original With Raised Seal
>	Click Next.	Next. Clear
>	Notice regarding 2 business day processing time.	CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out
A	Click Next .	Certificate of Good Standing - Original With Raised Seal 3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests It takes approximately 2 business days to process a request. If a statement of discipline is needed, please include it in your request. There is no charge for this information. Next Clear

Step		Screen	
4	The system is processing data behind the scenes.	CM ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out	
A	Click Next .	Certificate of Good Standing - Original With Raised Seal 3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests Next Clear	
4	Verification of good standing and notice regarding fee requirement.	Message for lawyer in good standing with both The Florida Bar and the Middle District of Florida Bar. Certificate of Good Standing - Original With Raised Seal	
4	Quantity: Select quantity of certificates requested.	3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests We have verified your membership status. Pursuant to the District Court Miscellaneous Fee Schedule, issued in accordance with 28 U.S.C. 1914, there is a fee of 20.00 dollars per certificate ordered which will be charged to your credit card. DO NOT stop this transaction before you receive a Notice of Electronic Filing or you will be charged but will NOT receive your certificate. Quantity	
4	Full mailing address: Enter complete mailing address. This is where the certificate will be mailed.	Full Mailing Address (please include city, state, and zip code) Please include a Statement of Discipline Yes No Next Clear	
\checkmark	Statement of Discipline: indicate selection by clicking radio button to mark yes or no.		
	Click Next.		
>	Payment information.	Certificate of Good Standing - Original With Raised Seal 3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests	
7	Click Next after reading.	DO NOT stop this transaction before you receive a Notice of Electronic filing or you will be charged but will NOT receive your certificate. *For pay.gov email confirmation receipt provide email address in the last section, prior to payment submission *ACH payments: confirm routing number and account number prior to submission. Rejected or returned items will be subject to a 53.00 fee. Fee: \$20 Next Clear	
A	Transition to PACER website.	Certificate of Good Standing - Original With Raised Seal 3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests Now loading the payment processing screen. This process might take a few seconds.	

	Step	Screen
>	Select or enter your payment method.	Pay Filing Fee for Florida Middle District Court(test) *Required Information Payment Amount
4	When accurate, select Next .	Amount Due * \$20.00 Select a Payment Method Total Attorney Guide XXXXXXXXXXXXXIIII 01/2026 Enter a credit card Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit. Next Cancel
>	Court Specific: Enter requested information.	Court Specific Attorney Name *
8	E-Mail Receipt: Enter email address(es) to receive a receipt.	Name of Person Completing Transaction * Contact Phone Number *
8	Authorization: Review and mark.	Email Receipt Email xxx@gmail.com Confirm Email
٨	When accurate, click Submit .	Additional Email Addresses
4	Note: Do not click the Back button as the payment is processing.	Authorization I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. * Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit. Submit Back Cancel

	Step	Screen
٨	Docket text will vary based on selections made in event.	Certificate of Good Standing - Original With Raised Seal 3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests
A	Note: This is the FINAL screen. Clicking Next commits this transaction and you will have no further opportunity to modify the event or the attachment (if any).	Docket Text: Final Text Fee for Certificate of Good Standing paid for Attorney Guide, Bar Number 0021074, in the amount of \$20. Receipt number AFLMXDC- 359576. Quantity: 1 certificate(s) Mailing address: 123 Main Street Jacksonville, FL 32202 Statement of Discipline: No. NOTE: Your certificate will be mailed to you after verification and processing (Guide, Attorney)
A	Click Next.	Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?
		Next Clear
A	The Notice of Electronic Filing displays the filing information.	Certificate of Good Standing - Original With Raised Seal 3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests U.S. District Court (TEST)
		Middle District of Florida [TEST]
A	Note: There is no document number for this entry.	Notice of Electronic Filing The following transaction was entered by Guide, Attorney on 3/29/2021 at 11:51 AM EDT and filed on 3/29/2021 Case Name: Certificate of Good Standing - Original With Raised Seal Requests Case Number: 3:18-mc-01000 Filer: Document Number: No document attached Docket Text: Fee for Certificate of Good Standing paid for Attorney Guide, Bar Number 0021074, in the amount of \$20. Receipt number AFLMXDC-359676. Quantity: 1 certificate(s) Main Street Jacksonville, FL 32202 Statement of Discipline: No. NOTE: Your certificate will be mailed to you after verification and processing (Guide, Attorney) 3:18-mc-01000 Notice has been electronically mailed to: 3:18-mc-01000 Notice has been delivered by other means to: 3:18-mc-01000 Notice has been delivered by other means to:

Lawyer Not in Good Standing

When a lawyer is not in good standing with either The Florida Bar or the Middle District of Florida Bar one of the following messages is displayed:

Message for Electronic PDF Request:



Message for Original with Raised Seal Request:

CM CF Civil - Criminal - Query Reports - Utilities - Search Help Log Out				
Certificate of Good Standing - Original With Raised Seal				
5. To-Inc-o 1000 Certificate of Good Standing - Original With Raised Sear Requests				
At this time, we are unable to issue you a Certificate of Good Standing due to your current membership status with the bar of this Court. Please contact the Attorney Services Coordinator at attorney_admissions_orl@flmd.uscourts.gov for further information.				
Pursuant to Local Rule 2.01 Practice in the Middle District - Only those persons who are members in good standing of The Florida Bar shall be eligible for general admission to the bar of the Court. If a person ceases to be a member in good standing of The Florida Bar, that person will be suspended from the bar of the Court until that person is reinstated to The Florida Bar.				
To maintain good standing in the bar of this Court, each attorney admitted under this rule, must pay a periodic fee set by administrative order and, unless exempted by the Chief Judge for good cause, must register with the Clerk of Court and maintain an e-mail address for electronic service by the Clerk during his or her membership in the bar of this Court. An attorney who fails to pay timely the periodic fee or fails without exemption to maintain a registered e-mail address is subject to removal from membership in the bar of this Court.				
[NOTE: Pursuant to Administrative Order entered July 21, 2016, effective with the Attorney Renewal period beginning June 1, 2020, the Renewal Fee will be due every five years.]				
Back				

Revision Log

Date	Comments	Ву
3/29/21	Updated references to payments and logging in through PACER due to NextGen upgrade.	NAS